



CHIEF PROCUREMENT OFFICE
Matt Brown, General Services

Notice 2015.01

General Services

To: State Purchasing Officers
Agency Procurement Staff
CMS Bureau of Strategic Sourcing
Procurement Policy Board

From: Matt Brown *MB*

Date: July 17, 2014

Subject: Small Business Set Aside-NIGP Codes

This CPO Notice is effective July 17, 2014 and supersedes CPO Notices 2014.03, 2013.08, 2013.04, and 2012.02. Pursuant to the authority granted in Section 45-45 (a) of the Illinois Procurement Code, the Chief Procurement Officer is designating 673 NIGP commodity codes as set-aside for Illinois small businesses. These NIGP codes replace the previous 120 set-aside categories under the previous utilized commodity codes. Four of the NIGP codes (918-71, 918-28, 918-29, and 918-30) are set-aside for Small Business Set-Aside Program (SBSP) vendors for procurements of two million dollars (\$2,000,000) and below.

Accompanying this Notice is a spreadsheet of the new NIGP set-aside codes and the corresponding codes that they replace. The new set-aside codes are in green to distinguish them from the previous categories.

On July 1, 2014, agencies began using the 5-digit NIGP Code to solicit and provide notice of awards through the Illinois Procurement Bulletin. Agencies also began using the Illinois Procurement Gateway (IPG) to identify vendors in the SBSP when conducting small purchases. Accompanying this Notice is step-by-step guidance on how to search the IPG database for SBSP vendors.

The Small Business Contracts Act (P.A. 97-0307) establishes a goal that not less than 10% of the total dollar amount of State contracts is awarded to small businesses. Set-aside categories are the key mechanism to help agencies reach their small business goal. When agencies purchase from Small Business Set-Aside Program vendors, they are keeping tax dollars in local economies longer than when purchasing from out-of-state vendors. Supporting small business growth helps lead the State's economic growth. Small businesses create two of every three new jobs in the private sector and one in two Illinoisans owns or works for a small business.

Only vendors qualified in the Small Business Set-Aside Program (SBSP) may respond to solicitations in these 673 set-aside categories. Bids or offers received from businesses not qualified in the SBSP must be rejected as non-responsive. Request for waivers from the designated 673 set-aside codes may be made to Scott McKinnery, State Purchasing Officer for Small Business, at Scott.McKinnery@illinois.gov.

If there are any questions regarding this notice, please contact Scott McKinnery at (217) 558-3723 or the Chief Procurement Office at (217) 558-2231.